

Tasking Memorandum No. 99-312

Memorandum For DEFENSE CONTRACT MANAGEMENT DISTRICTS

Subject: Electronic Funds Transfer (EFT) for Travel Payments

Date: September 21, 1999

Suspense Date: October 8, 1999

Target Audience: Employees receiving payroll EFT and requesting checks for travel settlements

Requirement(s):

- It is a DoD priority to reimburse travel expenses through EFT.
- The advantages of receiving payments via EFT vs requesting checks which require manual processing are:
 - Receipt of electronic settlement payments 3-4 business days sooner
 - Less risk of delays and lower cost to process vouchers
- We have been advised that 96% of our employees receive payroll deposits electronically, yet only 64% of travelers receive travel payments electronically.
- Effective October 15, 1999, DFAS plans to automatically convert all employees receiving EFT for payroll only to EFT for travel.
- Employees who are currently receiving payroll via EFT and who do not wish to receive travel payments via EFT, must forward the attached "Form to Select Manual Travel Settlement" to District Liaison Offices prior to COB Friday, October 8, 1999.
- District Liaison Offices must forward consolidated submissions to DFAS NLT October 15, 1999.

Point of Contact for Further Information:

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Signature:


MARCIA CASE

Director

DCMC Resource and Organizational Management

Attachment

Form to Select Manual Travel Settlement

I choose to retain manual travel settlement of my travel claims related to Government travel as opposed to having my travel payments directly deposited into an account at a financial institution. I am aware that as a result I may receive my travel settlement as much as one week later than I may if I accepted the Electronic Funds Transfer (EFT) option being offered by DLA. I am further aware that it is my responsibility to provide a signed copy of this form to my appropriate financial liaison office.

Print Name (Last, First, Middle Initial)

Home Address (Street, City, State, Zip Code)

Social Security Number

Full Organization Code

Signature

Date